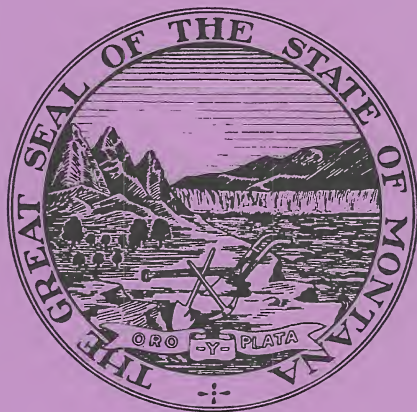


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# ***RECORDS MANAGEMENT***

## ***General Records Retention Schedules***



***OFFICE OF THE  
SECRETARY OF STATE  
Records Management Bureau***

Revised March 1999

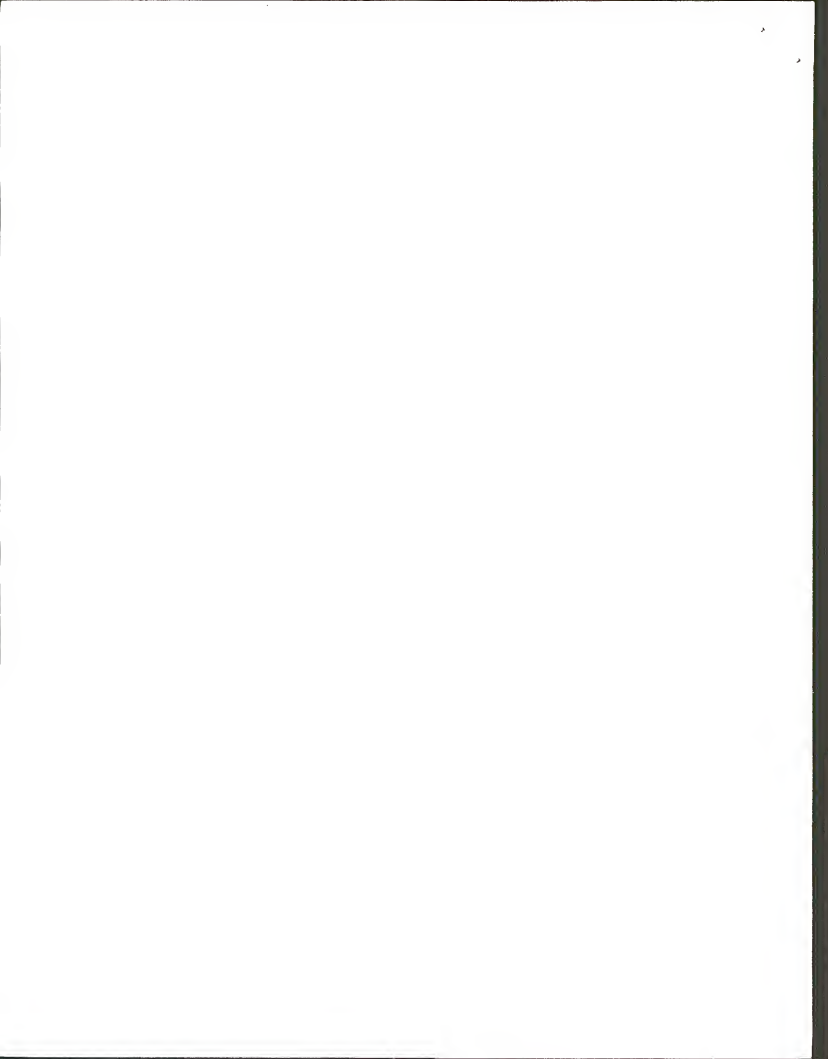
Montana State Library



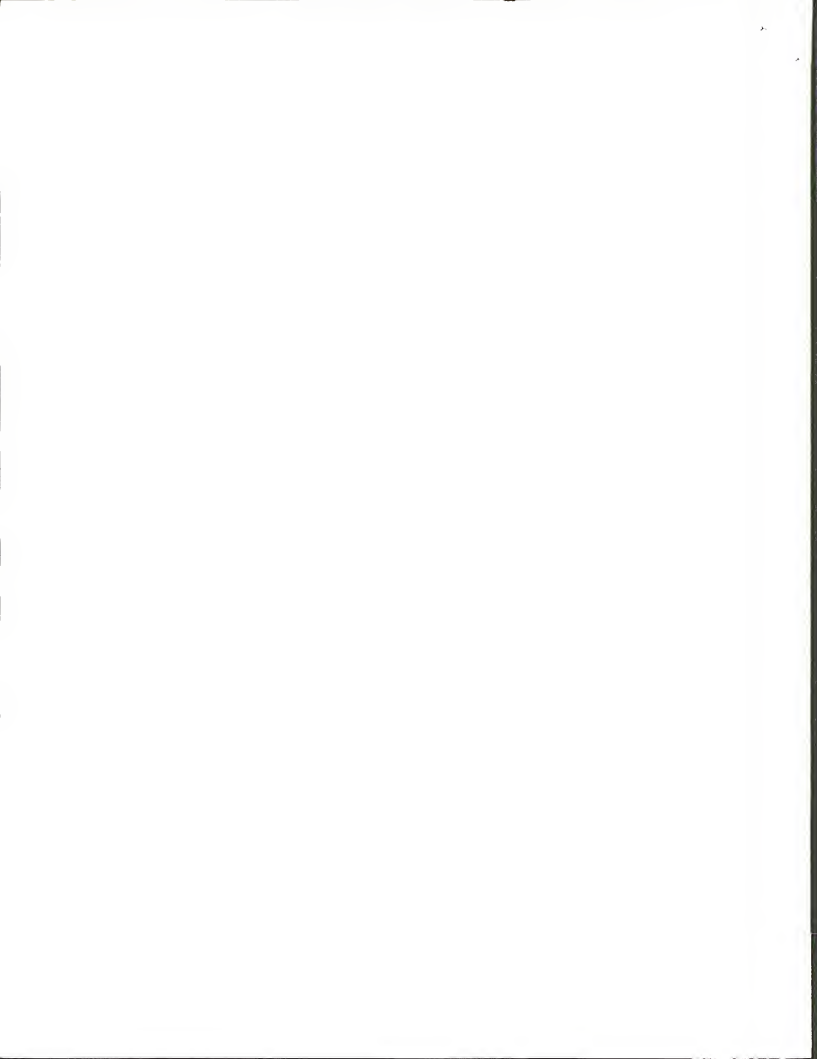
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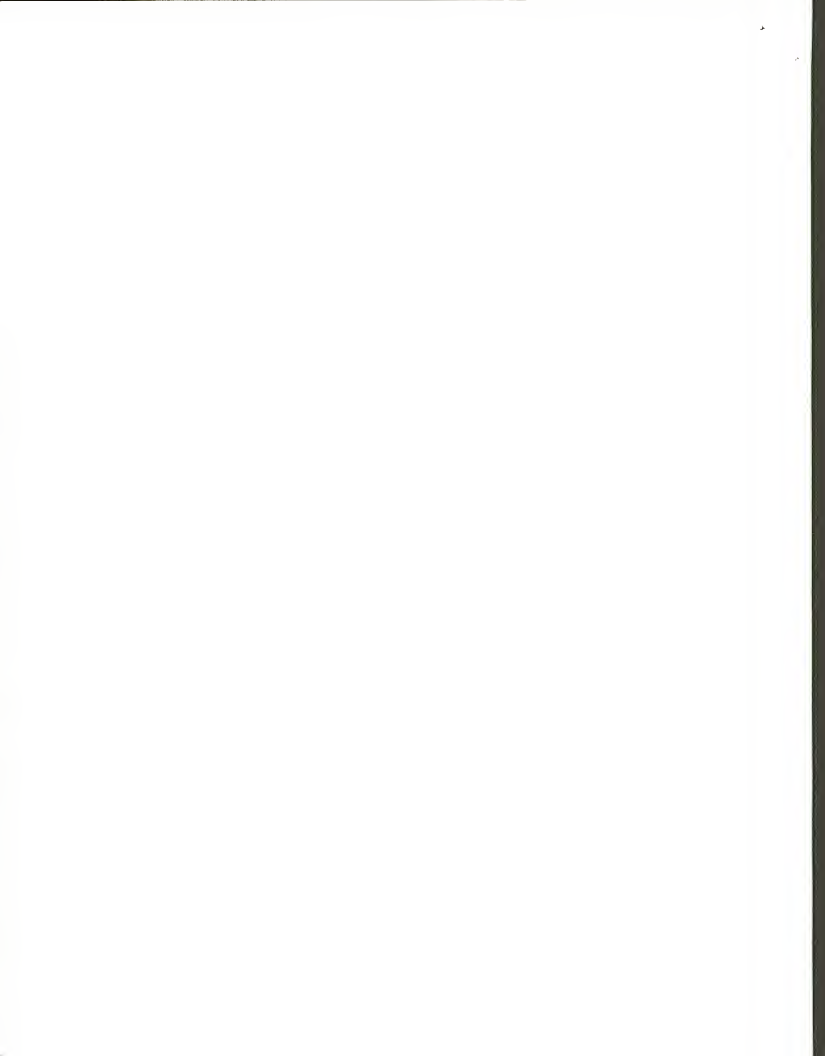
General		
Item	Schedule	Record
No.	No.	Title
22	5	Accident Reports
2	1	Accounting Entity Descriptions
35	1	Accounts Receivable Billing Summary
37	1	Accounts Receivable Invoice
1	2	Accounts Receivable/Payable
2	2	Accounts Uncollectable
28	3	Actual and Necessary Travel Expense Voucher
21	2	Adjustment Update Report
5	6	Agency Billing Summary (Data Processing)
6	7	Agency Billing Summary (Records Management)
41	5	Agency Classification Requests
1	1	Agency Description
18	1	Agency Purchase Orders
27	1	Agency Treasury Check Issued Summary
26	1	Agency Warrant Issued Summary
23	5	Alternative Schedule Request
24	5	Americans with Disabilities Act Complaint Form
50	5	Application Documentation, Hired Employees
51	5	Application Documentation, Not Hired
15	3	Application for License, Permits, etc.
1	3	Appointments - Official - Agency
1	3	Appointments - Official - Governor
2	3	Audit Reports
28	1	Auditor's Warrant Issued Summary
45	1	Bank Demand Deposit Ledger
13	2	Bank Deposit Slips
12	2	Bank Statements
46	1	Bank Time Deposit Ledger
1	4	Bid Security (Bond)
9	2	Billing Support Documentation
3	3	Bills of Sale
10	8	Board Prepared Examination Papers
22	2	Budget Addition Request
17	2	Budget Preparation Forms
23	2	Budgets
1	5	Calculated Detail Listing (Payroll Register)
11	2	Canceled & Voided Checks (Warrants)
1	9	Catalogs, Journals & Other Published Materials
14	2	Check Registers
10	2	Claims (Requests for Payments)
42	5	Classification/Wage Appeal
35	3	Closed Legal Case Files: Civil
31	1	Collection Reports
25	3	Communication Equipment Request
7	8	Complaints Against Licenses
4	3	Complaints - Written
8	8	Continuing Education Records
33	3	Contracts
3	1	Control Account Descriptions



Item No.	General Schedule No.	Record Title
5	3	Correspondence (Permanent, Non-Permanent and Non-Record Correspondence)
18	2	Correspondence Concerning Budgets
3	6	Credit Memo
2	5	Cross Reference Listing - Biweekly
3	5	Cross Reference Listing - Yearly
47	1	Daily Transaction Listing
2	6	Data Processing Request Form
12	8	Deceased License Files
4	5	Decedent's Warrants
6	3	Deeds and Titles
3	2	Deposits, Reconciliations, Stop Payments
43	1	Distribution Voucher
34	3	Drafts/Working Papers (Permanent and Non-Permanent)
16	8	Duplicate License Forms
26	5	Education & Training Records
27	5	EEO/Affirmation Action Records
28	5	Employee Earnings Records
29	5	Employee File Folder (Terminated)
5	5	Employee Master Record - Bimonthly
6	5	Employee Master Record - Yearly
17	1	Encumbrance Estimates
7	5	Enrollment Forms
19	8	Examination Records of National Testing Facilities
30	5	Exit Interview
34	1	Expenditure Accrual Report
31	5	Family and Medical Leave Notice of Rights
12	3	Financial Reports
25	5	Formal Discipline Actions/Documentation
22	3	Forms Order
8	5	Garnishments
9	8	General Correspondence
8	2	General Journal (Non-SBAS users only)
44	1	General Ledger
14	3	Grants & Supporting Documentation
32	5	Grievance Form
33	5	Immigration Form
13	8	Inactive-Retired-No Longer Licensed Files
11	8	Incomplete Files-Disproved applications, exam failure and licensure applications
6	8	Indexes of Licenses
21	3	Individual Contracts (Upon Termination)
1	8	Inspection Reports - Licensing Boards
7	3	Insurance Policies Expired (Other than Worker's Comp.)
36	1	Inter-Agency Invoice
23	3	Inter-Agency Service Agreement
42	1	Intra-Treasury Cash Transfer
26	3	Inventory Report (Property Listing)
38	1	Journal Voucher
5	2	Journals/Registers - Books of Original Entry
4	4	Justification To Acquire Major Office Equipment
8	3	Leases
34	5	Leave Requests

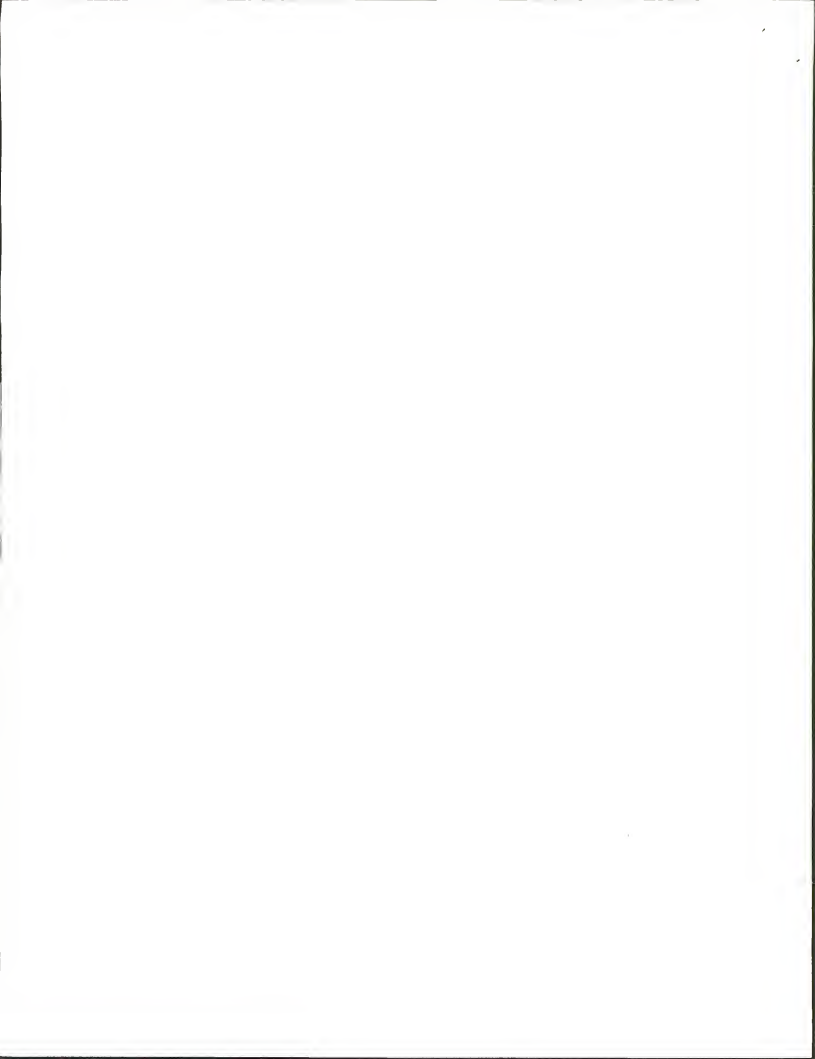


Item No.	General Schedule No.	Record Title
4	2	Ledgers-Books of Final Entry
35	5	Licenses and Professional/Technical Certifications
16	3	Licenses, Permits-originals, renewals
5	8	Lists-Rosters of Licenses
16	2	Local Fund Correspondence
15	2	Local Fund Receipts
9	5	Longevity Records
36	5	Medical Records
7	7	Microfilm Project Request
8	7	Microfilm Service Request
9	3	Minutes
17	8	Minutes of Board Proceedings
10	5	Monthly Deduction Reports
18	3	Monthly Reports
37	5	Moving and Relocation Agreements
6	6	Network Audit Log
23	1	No Warrant Transfer
13	1	Notice of Agency Appropriation Allocation
16	1	Notice of Agency Revenue Estimate Allocation
11	1	Notice of Appropriation
2	4	Notice of Cancellations
40	1	Notice of Direct Bank Debit
33	1	Notice of Dishonored Checks
10	1	Notice of Legislative Appropriation
14	1	Notice of Revenue Estimate
41	1	Notice of Transaction Correction
39	1	Notice of U.S. Treasury Transaction
3	9	Notice & Memoranda not related to the Agency's functions or responsibilities
10	3	Notices/Affidavits of Publications
5	1	Object of Expenditure Description
7	1	Object of Revenue Description
15	8	Obsolete or Revised Licensing/Application Forms
13	3	Operation Reports
12	1	Operational Plan/Budget Amendment
11	3	Ordinances, Codes, Regulations, Directives, Policies
38	5	Pay Plan Exception - Individual
39	5	Pay Plan Exception - Blanket
21	1	Payroll Encumbrance
11	5	Payroll Vouchers
40	5	Performance Appraisal
1	4	Performance Security (Bond)
14	8	Permanent Licensee Files
27	3	Personal Vehicle Use Authorization
2	9	Photo Copies of Bulletins & Correspondence
20	2	Position Control Adjustment
19	2	Position Control Report
43	5	Position Description
44	5	Position Detail Form
45	5	Position Review Form
4	9	Preliminary drafts of any report, letter, memoranda or worksheet

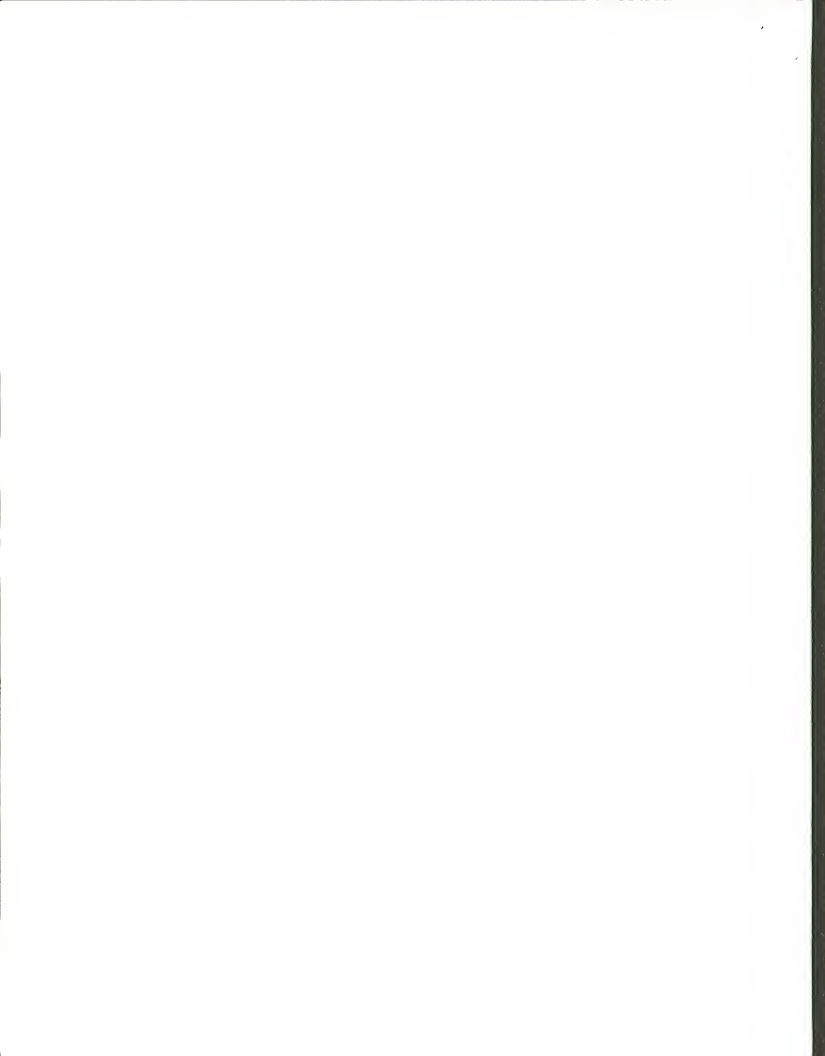




Item No.	General Schedule No.	Record Title
12	5	Prepayroll Listing
46	5	Probation Exception
4	1	Program Descriptions
47	5	Promotion
48	5	Public Employee Retirement System
20	1	Purchase Order Adjustment
19	1	Purchase Orders
56	1	PAMS Classification/Type of Property by Agency Report
64	1	PAMS Deleted Transaction Log
60	1	PAMS Detail Depreciation Schedule
63	1	PAMS Edit Error Report
54	1	PAMS Fiscal Year End Master Register
59	1	PAMS Inventory Listing
55	1	PAMS Master Register
65	1	PAMS Property Accountability Voucher
66	1	PAMS Property Action Required List
52	1	PAMS Property Adjustment Records
58	1	PAMS Property by Location Report
57	1	PAMS Property by Responsibility Center Report
51	1	PAMS Property Subsidiary Ledger (Land Only)
50	1	PAMS Property Subsidiary Ledger (Other than Land)
53	1	PAMS Report of Property Survey
61	1	PAMS Summary Depreciation Schedule
62	1	PAMS Update Log
67	1	PAMS/SBAS Reconciliation Report
13	5	Quarterly Reports
19	3	Reading or Day Files
20	8	Real Estate Complaint/Investigative Reports
21	8	Real Estate Hearings/License Legal Actions
6	2	Record of Daily Transactions
4	7	Records Disposal Request
5	7	Records Disposal Request Continuation Sheet
1	7	Records Inventory Worksheet
9	7	Records Reference Request
3	7	Records Service Request
49	5	Recruitment/Selection Process Documentation
52	5	Reduction-in-Force Notice
53	5	Reduction-in-Force Reinstatement Offer
54	5	Reduction-in-Force Roster & Preference Documentation
4	8	Renewal Forms-Updated Annually
9	1	Reporting Center Specifications
2	8	Reports on Boxing & Wrestling Events, Special Requirements
5	9	Reproduction Material: Stencils, Hectographs, Offset Plates
32	3	Request and Justification for Out-of State-Travel
3	8	Request for Information
15	1	Request for Revenue Estimate Action
5	4	Requisition
55	5	Resignation
8	1	Responsibility Center Attributes
14	5	Revocations



Item No.	General Schedule No.	Record Title
18	8	Revoked/Suspended/Voluntary surrender of License Records, Files
6	9	Routing Slips
1	6	Service Agreement
56	5	Sexual Harassment Complaint
57	5	Sexual Harassment Investigation Report and Documentation
7	9	Shorthand Notes, Steno-tapes & Recordings
15	5	Special Reports (turnaround documents, wage/insurance increases)
6	1	State-Dated Warrant Cancellation Notice
16	5	State Share Reports
6	1	Statewide Revenue Classification Description
17	5	Status Forms
9	9	Stocks of Agency publication & printed documents
20	3	Subject Files
49	1	SBAS Daily Balancing
48	1	SBAS Report Tapes/Microfiche
4	6	Tape Removal Authorization
8	9	Telephone messages used to convey non-policy messages
24	3	Telephone Service Request
17	3	Test Reports, Certification of Accuracy or Validity
18	5	Time Sheets
58	5	Transfer
22	1	Transfer-Warrant Claim
2	7	Transmittal of Records
29	3	Transportation Purchase Order
30	3	Travel Expense Voucher
24	1	Treasurer's Check Issued Summary
32	1	Treasurer's Deposit Correction
25	1	Treasury Disbursement Advise
31	3	Vehicle Requisition and Trip Form
3	4	Vendor Files
7	2	Vouchers
59	5	Wage & Hour Claims
29	1	Warrant Cancellation Notice
19	5	W-2 Undistributed
20	5	W-4
21	5	W-5



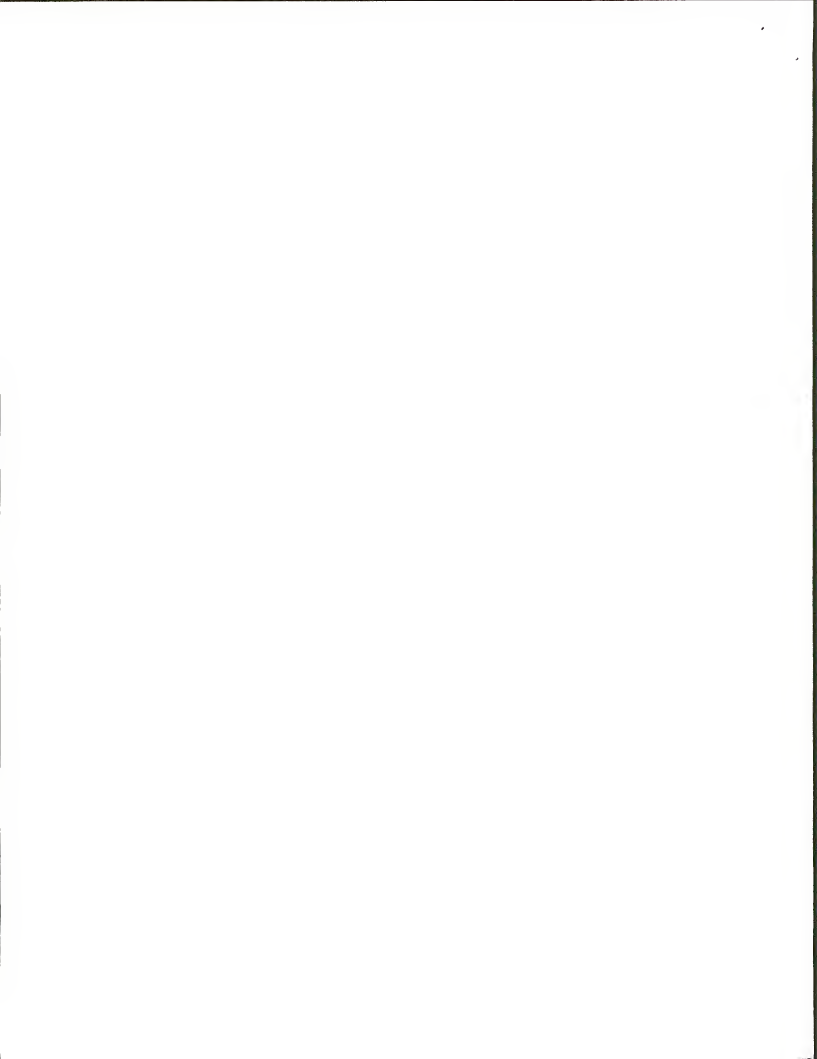
**STATE OF MONTANA**  
**SECRETARY OF STATE**  
**RECORDS MANAGEMENT BUREAU**  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **SBAS RECORDS**

General  
Schedule Number • **1**

Page 1 of 5 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	INFORMATION AND CONTROL CORE FORMS					
1	Agency Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
2	Accounting Entity Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
3	Control Account Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
4	Program Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
5	Object of Expenditure Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
6	Statewide Revenue Classification Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
7	Object of Revenue Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Destroy Destroy
8	Responsibility Center Attributes	Agency	1 year		1 year	Destroy
9	Reporting Center Specifications	Agency	1 year		1 year	Destroy
	TRANSACTION DOCUMENTS					
10	Notice of Legislative Appropriation	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
11	Notice of Appropriation	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Archives Destroy
12	Operational Plan/Budget Amendment	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Archives Destroy



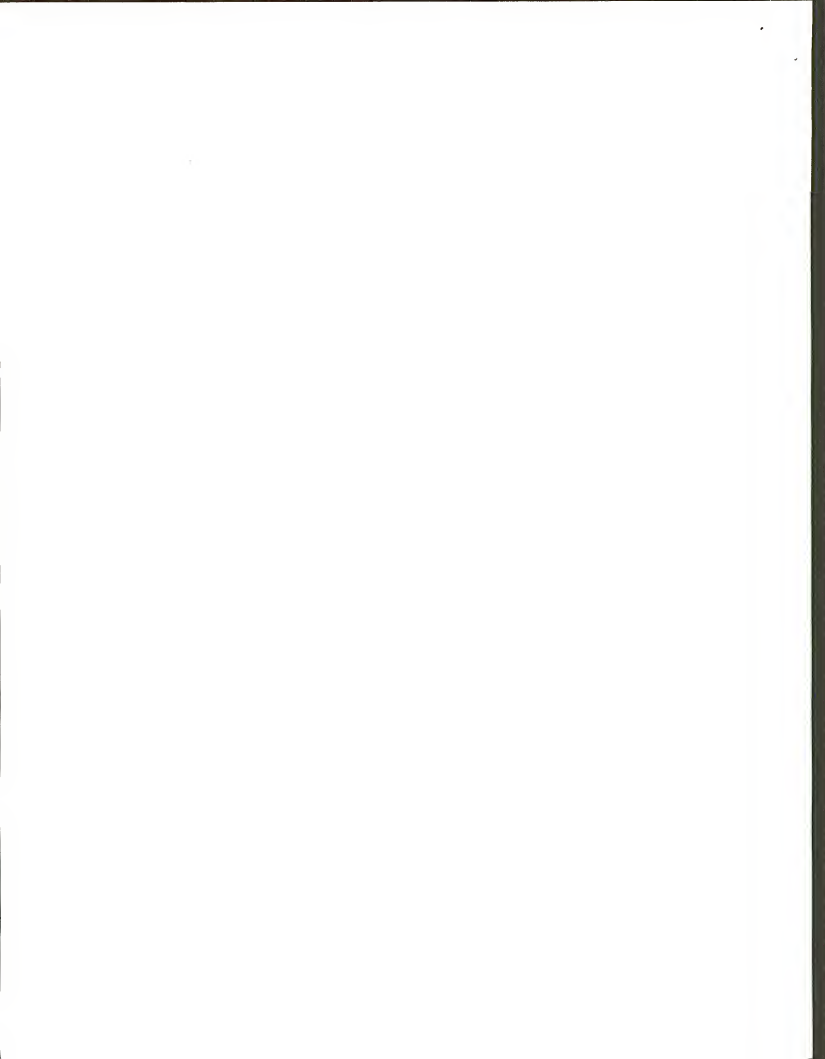
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RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **SBAS RECORDS**

General  
Schedule Number • **1**

Page 2 of 5 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
13	Notice of Agency Appropriation Allocation	Agency	3 years		3 years	Destroy
14	Notice of Revenue Estimate	Office of Budget & pp Agency	3 years 3 years		3 years 3 years	Destroy Destroy
15	Request for Revenue Estimate Action	Office of Budget & pp Agency	1 year 3 years	2 years	3 years 3 years	Destroy Destroy
16	Notice of Agency Revenue Estimate Allocation	Agency	3 years		3 years	Destroy
17	Encumbrance Estimates	Agency	3 years		3 years	Destroy
18	Agency Purchase Orders	Agency	1 year	3 years	4 years	Destroy
19	Purchase Orders	Purchasing Division Agency	1 year	3 years	4 years 3 years	Destroy Destroy
20	Purchase Order Adjustment	Purchasing Division Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
21	Payroll Encumbrance	Agency	3 years		3 years	Destroy
22	Transfer-Warrant Claim	Agency	4 years		4 years	Destroy
23	No Warrant Transfer	Agency	3 years		3 years	Destroy
24	Treasurer's Check Issued Summary	Accounting Bureau Treasury Unit	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
25	Treasury Disbursement Advise	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
26	Agency Warrant Issued Summary	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
27	Agency Treasury Check Issued Summary	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
28	Auditor's Warrant Issued Summary	Accounting Bureau Warrant Writing Sec A/B	1 year 3 years	3 years	4 years 3 years	Destroy Destroy





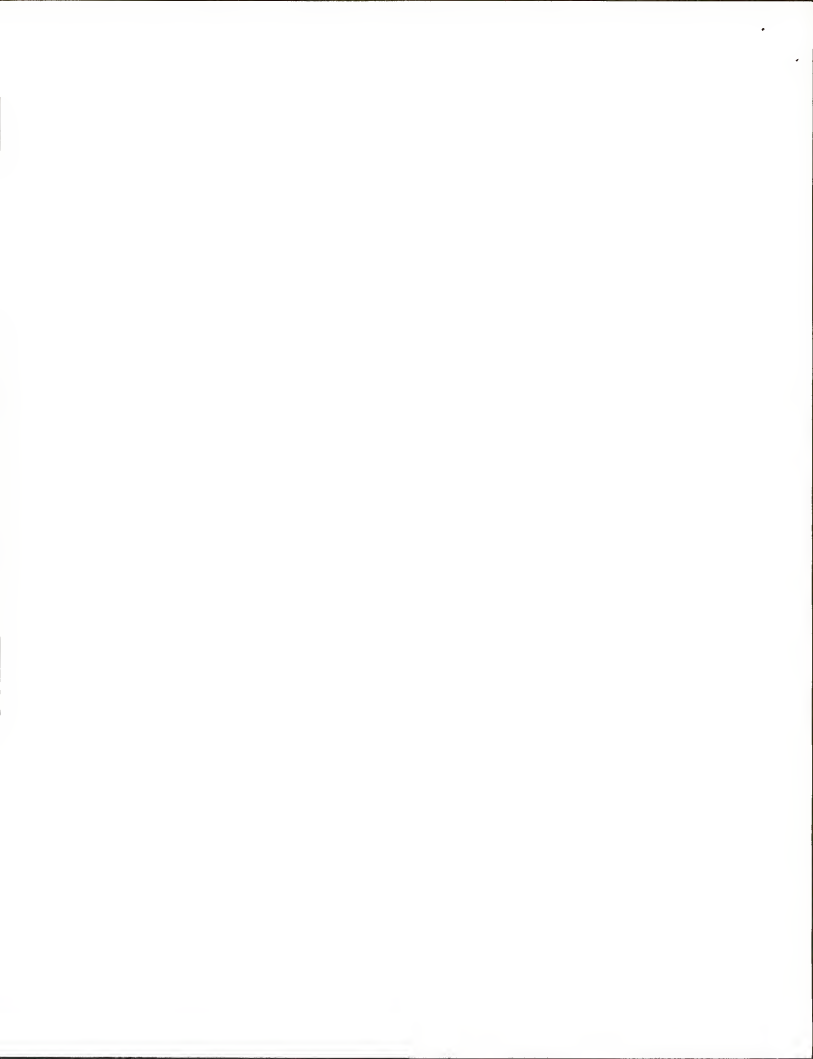
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RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **SBAS RECORDS**

General  
Schedule Number • **1**

Page 3 of 5 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
29	Warrant Cancellation Notice	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
30	State-Dated Warrant Cancellation Notice	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
31	Collection Reports (Treasurer's Receipts)	Treasury Unit Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
32	Treasurer's Deposit Correction	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
33	Notice of Dishonored Checks	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
34	Expenditure Accrual Report	Agency	3 years		3 years	Destroy
35	Accounts Receivable Billing Summary	Agency	3 years		3 years	Destroy
36	Inter-Agency Invoice	Agency	3 years		3 years	Destroy
37	Accounts Receivable Invoice	Agency	3 years		3 years	Destroy
38	Journal Voucher	Agency	3 years		3 years	Destroy
39	Notice of U.S. Treasury Transaction	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
40	Notice of Direct Bank Debit (for "credit", the role of A/D and Treasurer reverse)	Accounting Bureau Treasury Unit Agency	1 year 3 years 3 years	3 years	4 years 3 years 3 years	Destroy Destroy Destroy
41	Notice of Transaction Correction	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
42	Intra-Treasury Cash Transfer	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
43	Distribution Voucher	Agency	3 years		3 years	Destroy



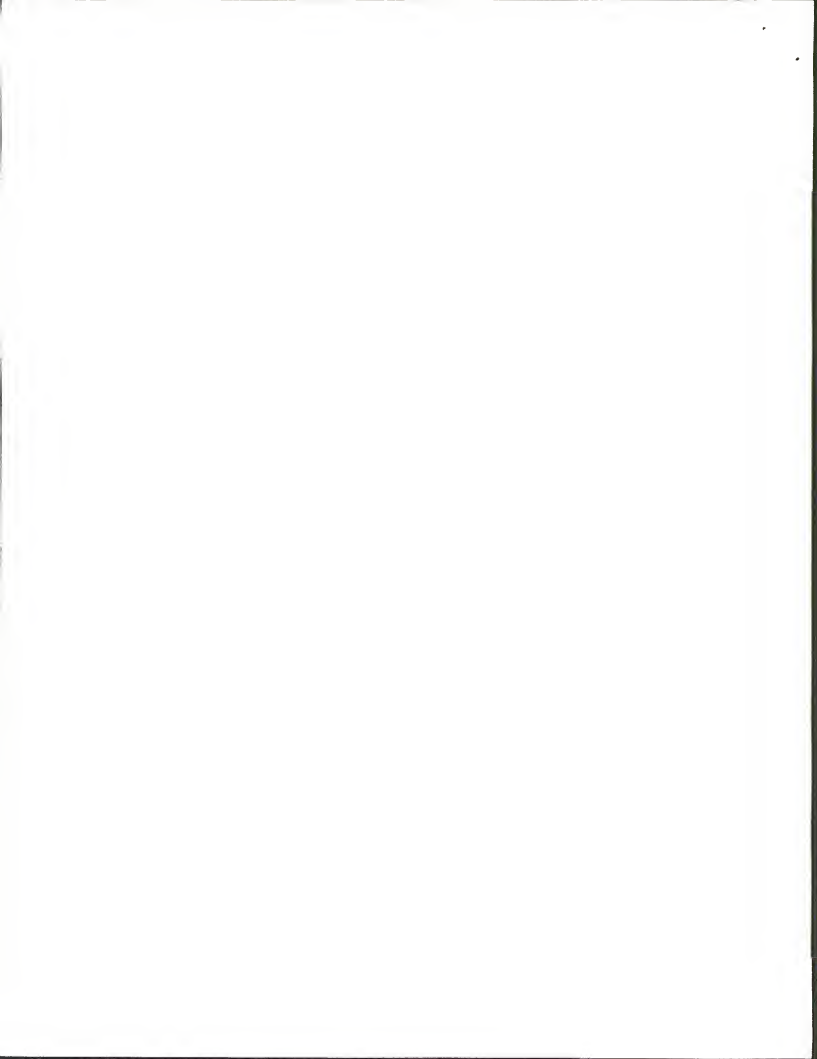
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**GENERAL RECORDS RETENTION SCHEDULE**

Records Category ▶ **SBAS RECORDS**

General  
Schedule Number ▶ **1**

Page 4 of 5 ▶ 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
44	CONTROL LEDGERS General Ledger	Agency	3 years		3 years	Destroy
	SUBSIDIARY DETAIL LEDGERS					
45	Bank Demand Deposit Ledger	Treasury Unit	1 year		1 year	Destroy
46	Bank Time Deposit Ledger	Treasury Unit	1 year	4 years	5 years	Destroy
	FINANCIAL REPORTS					
47	Daily Transaction Listing	Agency	1 year		1 year	Destroy
48	SBAS Report Tapes/Microfiche	Accounting Bureau Agency	4 years 3 years		Indefinite 3 years	Destroy
49	SBAS Daily Balancing	Accounting Bureau	1 year	3 years	4 years	Destroy
	PAMS DOCUMENTS					
50	PAMS Property Subsidiary Ledger (Other than Land)	Agency	1 year	0 years	1 year	Destroy
51	PAMS Property Subsidiary Ledger (Land Only)	Agency	1 year	0 years	1 year	Destroy
52	PAMS Property Adjustment Records	Agency	1 year	0 years	1 year	Destroy
53	PAMS Report of Property Survey	Legislative Auditor Agency	4 years 4 years	0 years 0 years	4 years 4 years	Destroy Destroy
54	PAMS Fiscal Year End Master Register	Agency	1 year	0 years	1 year	Destroy
55	PAMS Master Register	Agency	1 year	0 years	1 year	Destroy
56	PAMS Classification/Type of Property by Agency Report	Agency	1 year	0 years	1 year	Destroy
57	PAMS Property by Responsibility Center Report	Agency	1 year	0 years	1 year	Destroy



STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category - **SBAS RECORDS**

General  
Schedule Number - **1**

Page 5 of 5 - 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
58	PAMS Property by Location Report	Agency	1 year	0 years	1 year	Destroy
59	PAMS Inventory Listing	Agency	3 years	0 years	3 years	Destroy
60	PAMS Detail Depreciation Schedule	Agency	1 year	0 years	1 year	Destroy
61	PAMS Summary Depreciation Schedule	Agency	1 year	0 years	1 year	Destroy
62	PAMS Update Log	Agency	1 year	0 years	1 year	Destroy
63	PAMS Edit Error Report	Agency	1 year	0 years	1 year	Destroy
64	PAMS Deleted Transaction Log	Agency	1 year	0 years	1 year	Destroy
65	PAMS Property Accountability Voucher	Accounting Bureau Agency	1 year 3 years	3 years 0 years	4 years 3 years	Destroy Destroy
66	PAMS Property Action Required List	Agency	1 year	0 years	1 year	Destroy
67	PAMS/SBAS Reconciliation Report	Accounting Bureau	1 year	3 years	4 years	Destroy



STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **GENERAL FINANCIAL RECORDS**

General  
Schedule Number • **2**

Page 1 of 2 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Accounts Receivable/Payable	Agency	3 years	2 years	5 years	Destroy
2	Accounts Uncollectable (Including Write-Off Authority)	Agency	3 years	2 years	5 years	Destroy
3	Deposits, Reconciliations, Stop Payments	Agency	3 years	2 years	5 years	Destroy
4	Ledgers - Books of Final Entry	Agency	5 years		5 years	Archives
5	Journals/Registers - Books of Original Entry	Agency	3 years	2 years	5 years	Destroy
6	Record of Daily Transactions	Agency	3 years	2 years	5 years	Destroy
7	Vouchers	Agency Accounting Division	3 years 1 year	2 years 4 years	5 years 5 years	Destroy Destroy
8	General Journal (Non-SBAS users only)	Agency	3 years	2 years	5 years	Destroy
9	Billing Support Documentation	Agency	2 years	2 years	4 years	Destroy
10	Claims (Request for Payments)	Agency	3 years		3 years	Destroy
<b>BANK AND LOCAL FUND RECORDS</b>						
11	Cancelled & Voided Checks (Warrants)	Agency Auditor	3 years 3 years	2 years	5 years 3 years	Destroy Destroy
12	Bank Statements	Agency	3 years	2 years	5 years	Destroy
13	Bank Deposit Slips	Agency	3 years	2 years	5 years	Destroy
14	Check Registers	Agency	3 years	2 years	5 years	Destroy





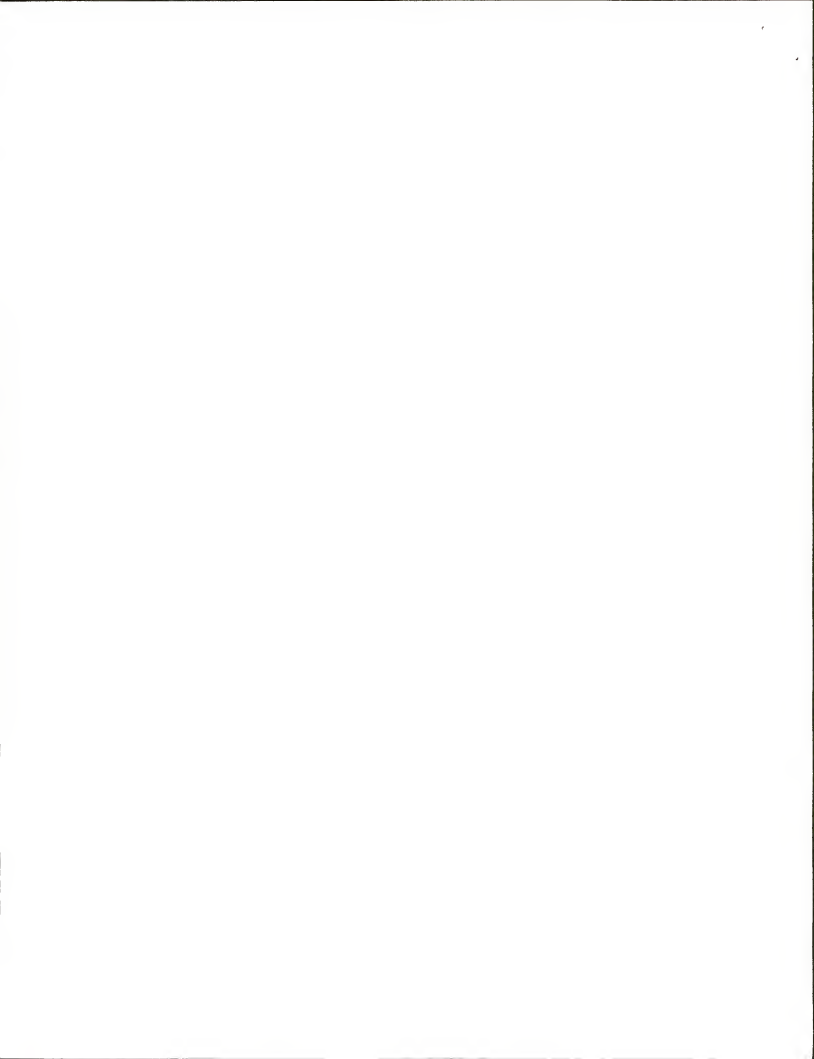
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 RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **GENERAL FINANCIAL RECORDS**

General  
 Schedule Number • **2**

Page 2 of 2 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
15	Local Fund Receipts (Receipts for License fees, service, etc. of state agency routine business)	Agency	3 years	2 years	5 years	Destroy
16	Local Fund Correspondence  BUDGET FORMS	Agency	3 years		3 years	Destroy
17	Budget Preparation Forms (Forms B-02, B-7, B-8, A, B, C, B-1000, B-80, B-70)	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
18	Correspondence Concerning Budgets	Office of Budget & pp Agency	2 years 1 year	3 years	5 years 1 year	Destroy Destroy
19	Position Control Report	Office of Budget & pp Personnel Agency	2 years 2 years 2 years	3 years	5 years 2 years 2 years	Destroy Destroy Destroy
20	Position Control Adjustment	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
21	Adjustment Update Report	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
22	Budget Addition Request (Justifications, Program Analysis, Staffing Pattern)	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
23	Budgets	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy



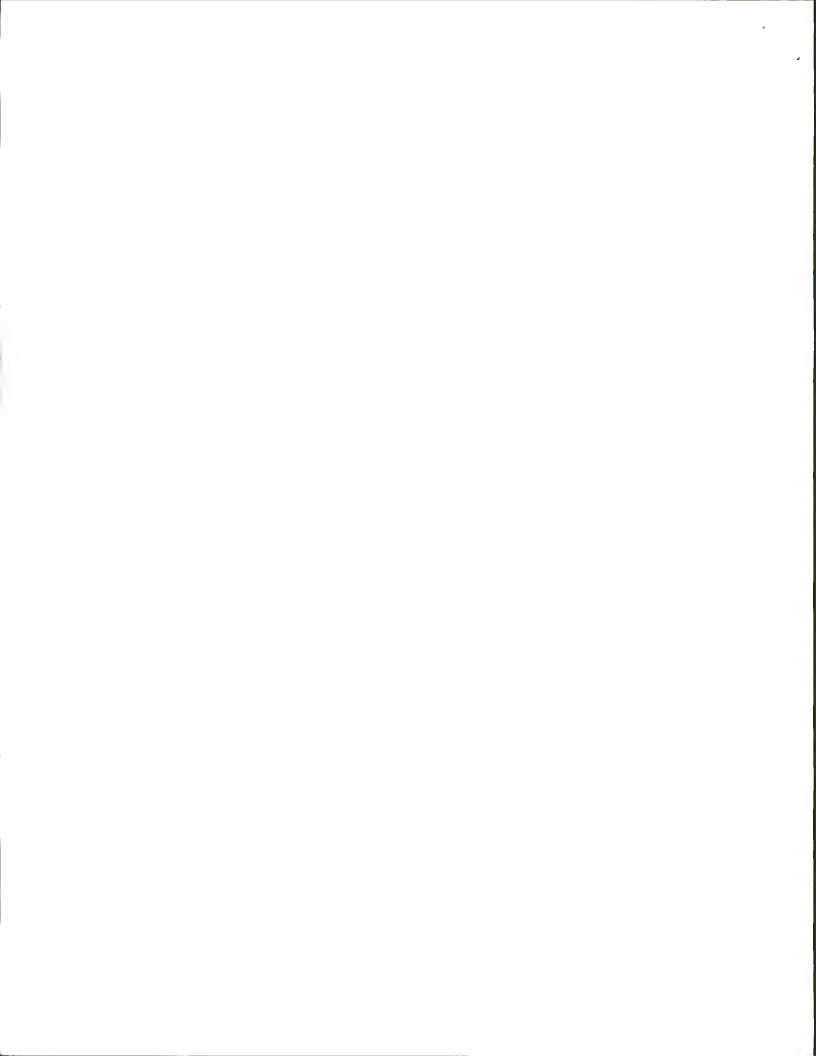
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RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **ADMIN. & LEGAL RECORDS**

General  
Schedule Number • **3**

Page 1 of 4 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Appointments - Official - Governor	Agency	5 years		P	Secretary of State
	Appointments - Official - Agency	Agency	5 years		P	Secretary of State
2	Audit Reports	Legislative Auditor	4 years		P	Archives (one copy)
		Agency	6 years		6 years	Destroy
3	Bills of Sale (for capital equipment; excluding real property)	Agency	4 years	4 years	8 years	Destroy
4	Complaints - Written	Agency	3 years		3 years	Destroy
5	a. Correspondence (Permanent Program and Policy Correspondence)	Agency	3 years	0 years	3 years	Archives
	b. Correspondence (Non-Permanent Correspondence: Routine)	Agency	3 years	0 years	3 years	Destroy
	c. Correspondence (Non-Permanent Correspondence: Transitory)	Agency	30 days	0 years	30 days	Retain for atleast 30 days, then destroy if no longer needed for administrative purposes.
	d. Correspondence (Non-Permanent Correspondence: Reading Files)	Agency	varies	0 years	varies	Retain until no longer needed for administrative purposes; destroy
	e. Correspondence (Non-Permanent Correspondence: Suspense/Tickler/Follow-up Files)	Agency	varies	0 years	varies	Incorporate into Permanent Program and Policy Correspondence files if appropriate; if not, destroy after action has been taken
	f. Correspondence (Non-Record Correspondence: Junk Mail)	Agency	NA	0 years	NA	Destroy/delete at will



STATE OF MONTANA  
 SECRETARY OF STATE  
 RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category ► **ADMIN. & LEGAL RECORDS**

General  
 Schedule Number ► **3**

Page 2 of 4 ► 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
6	Deeds and Titles	Agency	p		p	Agency
7	Insurance Policies (Other than Worker's comp.)	Agency	3 years		3 years	Destroy 8 years after expiration
8	Leases	Agency				Destroy 5 years after expiration
9	Minutes	Agency	4 years		P	Archives
10	Notices/Affidavits of Publication	Agency	2 years		2 years	Destroy
11	Ordinances, Codes, Regulations, Directives, Policies	Agency	4 years		4 years	Archives for review when superseded
12	Financial Reports	Agency	6 years		6 years	Archives (one copy)
13	Operation Reports	Agency	4 years		4 years	Archives (one copy)
14	Grants & Supporting Documentation	Agency	3 years	2 years	5 years	Retain 5 years after expiration
15	Application for License. Permits, etc.	Agency	3 years		3 years	
16	Licenses, Permits-originals, renewals	Agency	3 years		3 years	Retain 3 years after expiration
17	Test Reports, Certification of Accuracy or Validity	Agency	3 years		3 years	
18	Monthly Reports	Agency	4 years		4 years	Offer to Archives
19	Reading or Day Files	Agency	2 years		2 years	Offer to Archives



STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **ADMIN & LEGAL RECORDS**

General  
Schedule Number • **3**

Page 3 of 4 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
20	Subject Files (Files arranged by subject, may contain correspondence, memoranda, minutes, reports, etc., concerning policy, procedures, organization, programs, projects, etc.)		varies	varies	varies	If originals are filed here, select and retain permanently those documents of continuing administrative, fiscal, legal or research value; if these are duplicates and the originals are filed elsewhere, destroy when no longer needed
21	Individual Contracts (Upon Term)	Agency	3 years	5 years	6 years	Destroy
22	Forms Order	General Services Agency	4 years 1 year		4 years 1 year	Destroy Destroy
23	Inter-Agency Service Agreement	Agency (Office of Origin)				Retain 3 years after termination of service, then destroy
24	Telephone Service Request	Communication Div Agency	3 years 1 year		3 years 1 year	Destroy Destroy
25	Communication Equipment Request	Communication Div. Agency	3 years 1 year		3 years 1 year	Destroy Destroy





<p style="text-align: center;">STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU <b>GENERAL RECORDS RETENTION SCHEDULE</b></p>		Records Category • ADMIN & LEGAL RECORDS				
		General Schedule Number • 3				
		Page 4 of 4 • 1999				
Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
26	Inventory Reports (Property Listings)	Agency				Retain until superseded
	TRAVEL FORMS					
27	Personal Vehicle Use Authorization	Motor Pool Employee	3 years		3 years	Destroy Destroy when no longer of value
28	Actual and Necessary Travel Expense Voucher	Accounting Division Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
29	Transportation Purchase Order	Accounting Division Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
30	Travel Expense Voucher	Accounting Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
31	Vehicle Requisition and Trip Form	Motor Pool Agency Highway Accounting	1 year 1 year 4 years		1 year 1 year 4 years	Destroy Destroy Destroy
32	Request and Justification for Out-of-State Travel	Accounting Division Agency	1 year 3 years	4 years	5 years 3 years	Destroy Destroy
33	Contracts	Agency	8 years	0 years	8 years	After Termination
34	a. Drafts/Working Papers (Permanent)	Agency	varies	varies	P	Transfer to Archives
	b. Drafts/Working Papers (Non-Permanent)	Agency	1 year after final action is taken		1 year after final action is taken	Destroy (as long as a copy of the final report is retained permanently).
35	Closed Legal Case Files: Civil	Agency	2 years	3 years	5 years	Offer to Archives



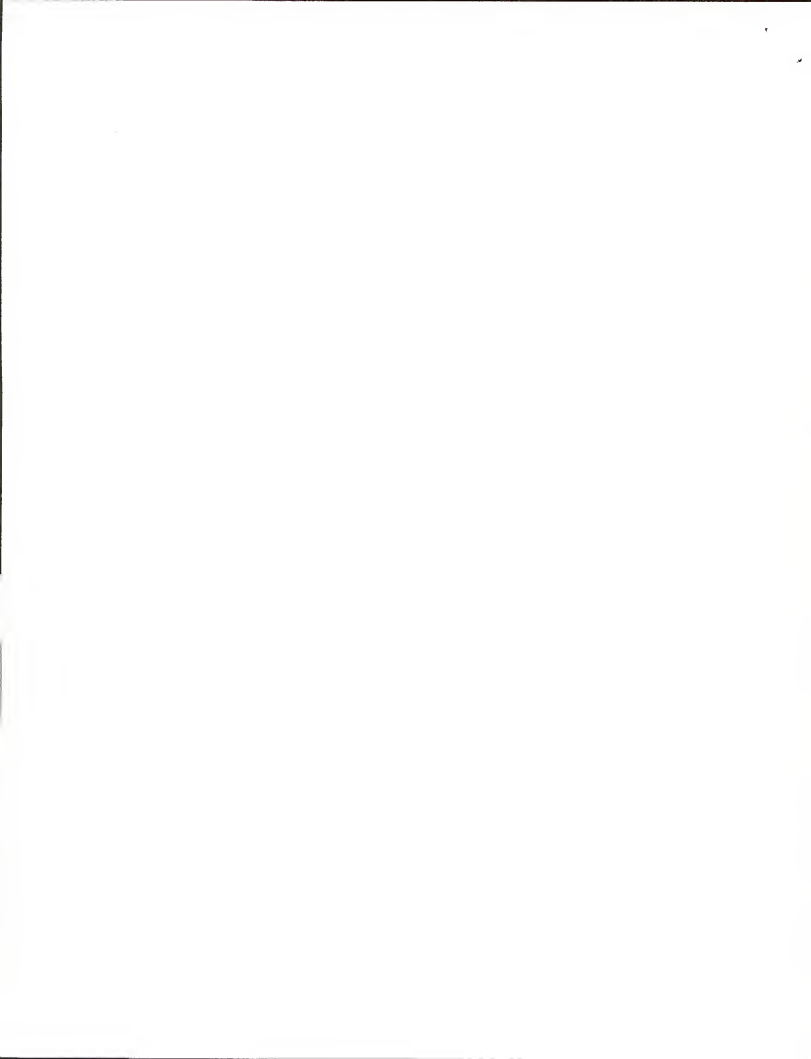
STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category ▶ **PURCHASING/PROCUREMENT**

General  
Schedule Number ▶ **4**

Page 1 of 1 ▶ 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Bid Security/Performance Security (Bond) (Bond)	Purchasing  Agency				Destroy 8 years after termination of contract. Destroy 8 years after termination of contract
2	Notice of Cancellations	Purchasing Agency	2 years 3 years	2 years	4 years 3 years	Destroy Destroy
3	Vendor Files	Purchasing Agency				Destroy outdated printings
4	Justification to Acquire Major Office Equipment	Purchasing Agency	2 years 3 years	2 years	4 years 3 years	Destroy Destroy
5	Requisition	Purchasing Agency	2 years 3 years	2 years	4 years 3 years	Destroy Destroy



STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **PAYROLL/PERSONNEL**

General  
Schedule Number • **5**

Page 1 of 7 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	<b>PAYROLL</b>					
1	Calculated Detail Listing (Payroll Register)	Agency State Payroll Section	4 years 1 year	0 years 49 years	4 years 50 years	Destroy Destroy
2	Cross Reference Listing - Biweekly	Agency State Payroll Section	4 years 1 year	0 years 9 years	4 years 10 years	Destroy Destroy
3	Cross Reference Listing - Yearly	Agency State Payroll Section	4 years 1 year	0 years 19 years	4 years 20 years	Destroy Destroy
4	Decedent's Warrants	Agency	3 years after termination	7 years	Work years plus 10	Destroy
5	Employee Master Record - Bimonthly	Agency State Payroll Section	4 years 1 year	0 years 3 years	4 years 4 years	Destroy Destroy
6	Employee Master Record - Yearly	Agency State Payroll	4 years 1 years	0 years 49 years	4 years 50 years	Destroy Destroy
7	Enrollment Forms	Agency	3 years after termination	7 years	Work years plus 10	Destroy
8	Garnishments	State Payroll Section	3 years after satisfaction	0 years	3 years after satisfaction	Destroy
9	Longevity Records	Agency	3 years after termination	7 years	Work years plus 10	Destroy
10	Monthly Deduction Reports	Agency State Payroll Section	4 years 1 year	0 years 4 years	4 years 5 years	Destroy Destroy



STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **PAYROLL/PERSONNEL**

General  
Schedule Number • **5**

Page 2 of 7 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
11	Payroll Vouchers (Obsolete)	Agency	3 years	2 years	5 years	Destroy
12	Prepayroll Listing	Agency State Payroll Section	4 years 3 months	0 years 3 years	4 years 4 years	Destroy Destroy
13	Quarterly Reports	Agency State Payroll Section	4 years 1 year	0 years 3 years	4 years 4 years	Destroy Destroy
14	Revocations (decedent's warrant, PERS)	Agency	3 years after termination	7 years	Work years plus 10	Destroy
15	Special Reports (turnaround documents, wage/insurance increases, etc.)	Agency State Payroll Section	4 years 1 year	0 years 4 years	4 years 5 years	Destroy Destroy
16	State Share Reports	Agency State Payroll Section	4 years 1 year	0 years 3 years	4 years 4 years	Destroy Destroy
17	Status Forms	Agency	4 years	0 years	4 years	Destroy
18	Time Sheets (includes leave requests; leave use records; request to work overtime/compensatory time)	Agency P/P/P	3 years	0 years	3 years 50 years	Destroy Destroy
19	W-2 undistributed	Agency State Payroll Section	4 years 25 years on fiche	0 years 0 years	4 years 25 years on fiche	Destroy Destroy
20	W-4	Agency	3 years after termination	7 years	Work years plus 10	Destroy
21	W-5	Agency State Payroll Section	1 year	0 years	1 years	Destroy





STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **PAYROLL/PERSONNEL**

General  
Schedule Number • **5**

Page 3 of 7 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	PERSONNEL					
22	Accident Reports	Agency	10 years after termination	0 years	Work years plus 10	Destroy
23	Alternative Schedule Request	Agency	3 years after termination	7 years	Work years plus 10	Destroy
24	Americans with Disabilities Act Complaint Form	Agency	3 years after resolution or use in litigation	7 years	10 years after use	Destroy
25	Formal Discipline Actions/Documentation (written warning, suspension notice, disciplinary demotion, discharge)	Agency	3 years after termination or according to contract language	7 years	Work years plus 10 or according to contract language	Destroy
26	Education and Training Records	Agency	3 years after termination	7 years	Work years plus 10	Destroy
27	EEO/Affirmation Action Records	Agency State Personnel Div.	Until superseded by updated records		Until superseded by updated records	Destroy
28	Employee Earnings Records (those prior to 1969 that Central Payroll do not maintain)	Agency	50 years	0 years	50 years	Destroy
29	Employee File Folder (Terminated)	Agency	2 years	8 years	10 years	Destroy
30	Exit Interviews	Agency	3 years after termination	7 years	Work years plus 10	Destroy



STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU <b>GENERAL RECORDS RETENTION SCHEDULE</b>		Records Category • <b>PAYROLL/PERSONNEL</b>				
		General				
		Schedule Number • <b>5</b>				
		Page 4 of 7 • 1999				
Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
31	Family and Medical Leave Notice of Rights	Agency	3 years after termination	7 years	Work years plus 10	Destroy
32	Grievance Form (Note: This does not include investigation documentation that will be retained according to the specific situation.)	Agency	3 years after termination or according to contract language	7 years	Work years plus 10 or according to contract language	Destroy
33	Immigration Form (I-9)	Agency	3 years after hire or 1 year after termination, whichever is later		3 years after hire or 1 year after termination whichever is later	Destroy
34	Leave Requests (not on Time Sheet, includes annual, sick, sick-leave fund, disability & maternity, disaster & emergency, military, jury duty, witness, holidays, leave-of-absence without pay, compensatory time off)	Agency	3 years after termination	7 years	Work years plus 10	Destroy
35	Licenses and Professional/Technical Certifications	Agency	3 years after termination	7 years	Work years plus 10	Destroy
36	Medical Records (includes disability documentation, medical exams, inquiries about medical conditions, handicap status certification, etc.) <sup>1</sup>	Agency	3 years after termination	7 years	Work years plus 10	Destroy
37	Moving and Relocation Agreements	Agency	3 years after termination	7 years	Work years plus 10	Destroy

<sup>1</sup> The Americans with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.



STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **PAYROLL/PERSONNEL**

General  
Schedule Number • **5**

Page 5 of 7 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
38	Pay Plan Exception-Individual	Agency	3 years after termination	7 years	Work years plus 10	Destroy
39	Pay Plan Exception-Blanket	Agency State Personnel Div.	3 years after superseded	2 years	5 years	Destroy
40	Performance Appraisal	Agency	3 years minimum and 2 years after last use in an employment decision		3 years minimum and 2 years after last use in an employment decision	Destroy
41	Agency Classification Requests	Agency OBPP State Personnel Div.	2 years 4 years 2 years	0 years 0 years 0 years	2 years 4 years 2 years	Destroy Destroy Destroy
42	Classification/Wage Appeal	Agency State Personnel Div.	2 years 4 years	0 years 0 years	2 years 4 years	Destroy
43	Position Descriptions	Agency State Personnel Div.	2 years after superseded	0 years	2 years after superseded	Destroy
44	Position Detail Form	Agency OBPP	5 years after superseded 4 years	0 years 0 years	5 years after superseded 4 years	Destroy Destroy
45	Position Review Form	Agency State Personnel Div.	2 years after superseded	0 years	2 years after superseded	Destroy
46	Probation Extension	Agency	3 years after termination	7 years	Work years plus 10	Destroy



STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **PAYROLL/PERSONNEL**

General  
Schedule Number • **5**

Page 6 of 7 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
47	Promotion	Agency	3 years after termination	7 years	Work years plus 10	Destroy
48	Public Employee Retirement System (PERS) Application for Withdrawal	Agency PERD	3 years after termination Indefinite	7 years	Work years plus 10 Indefinite	Destroy  Microfiche & destroy paper; destroy fiche when no longer needed
49	Recruitment/Selection Process Documentation (may include position description, vacancy announcement, advertisements, list of recruitment sources, applications, supplemental questionnaires, other application materials, selection procedures & criteria used to evaluate performance, written evaluations, names & titles of individuals participating in the design or administration of selection procedures, records documenting applicant flow, and correspondence with applicants).	Agency	3 years after each selection		3 years after each selection	Destroy
50	Application Documentation, Hired Employees (including resumes, supplements, etc.)	Agency	3 years after termination	7 years	Work years plus 10	Destroy
51	Application Documentation, Not Hired (including resumes, supplements etc.) Note: Suggest records retained in agency for 3 years in case of litigation	Agency	3 years	0 years	3 years	Destroy
52	Reduction-in-Force Notice (layoff notice)	Agency	3 years after termination	7 years	Work years plus 10	Destroy





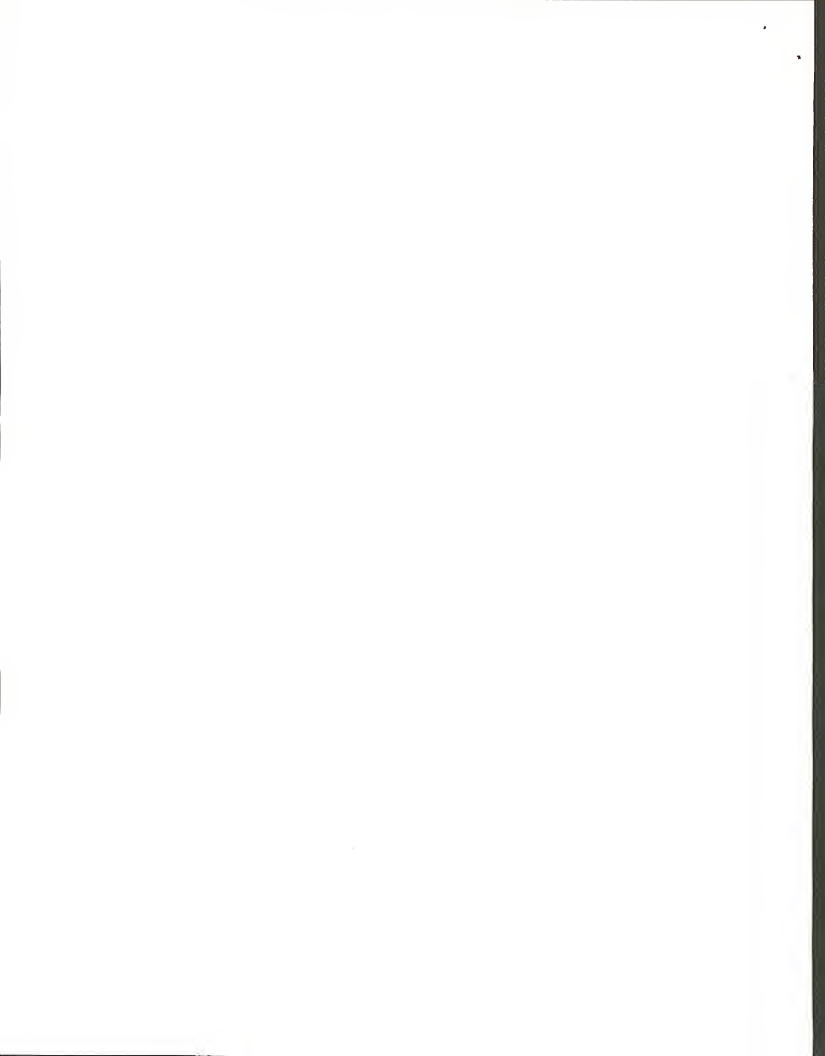
STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **PAYROLL/PERSONNEL**

General  
Schedule Number • **5**

Page 7 of 7 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
53	Reduction-in-Force Reinstatement Offer	Agency	3 years after termination	7 years	Work years plus 10	Destroy
54	Reduction-in-Force Roster and Preference Documentation	Agency Labor and Industry	3 years, or according to contract language	7 years	3 years, or according to contract language	Destroy
55	Resignation	Agency	3 years after termination	7 years	Work years plus 10	Destroy
56	Sexual Harassment Complaint	Agency	3 years after termination	7 years	Work years plus 10	Destroy
57	Sexual Harassment Investigation Report and Documentation	Agency	3 years after resolution	7 years	Work years plus 10	Destroy
58	Transfer	Agency	3 years after termination	7 years	Work years plus 10	Destroy
59	Wage and Hour Claims	Agency	3 years after termination	7 years	Work years plus 10	Destroy



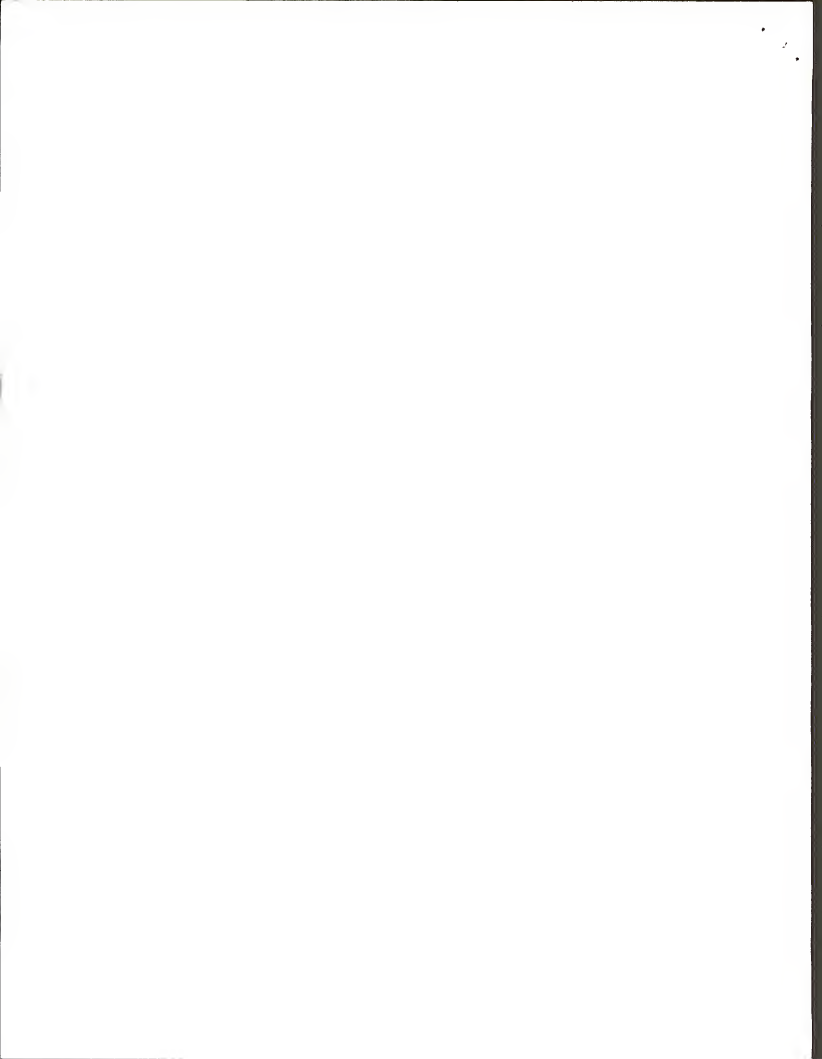
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SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category   ▪   **DATA PROCESSING**

General  
Schedule Number   ▪   **6**

Page 1 of 1   ▪   1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Service Agreement	Information Services Div. Agency				Destroy 3 years after termination Destroy when termination
2	Data Processing Request Form	Information Services Div. Agency	1 year	2 years	3 years	Destroy Destroy when request is completed
3	Credit Memo	Information Services Div. Agency	3 years 1 year		3 years 1 year	Destroy Destroy
4	Tape Removal Authorization	Information Services Div.				Destroy when tape is destroyed
5	Agency Billing Summary	Information Services Div. Agency	1 year 1 year	3 years	4 years 1 year	Destroy Destroy
6	Network Audit Log	Agency	5 years		5 years	Destroy



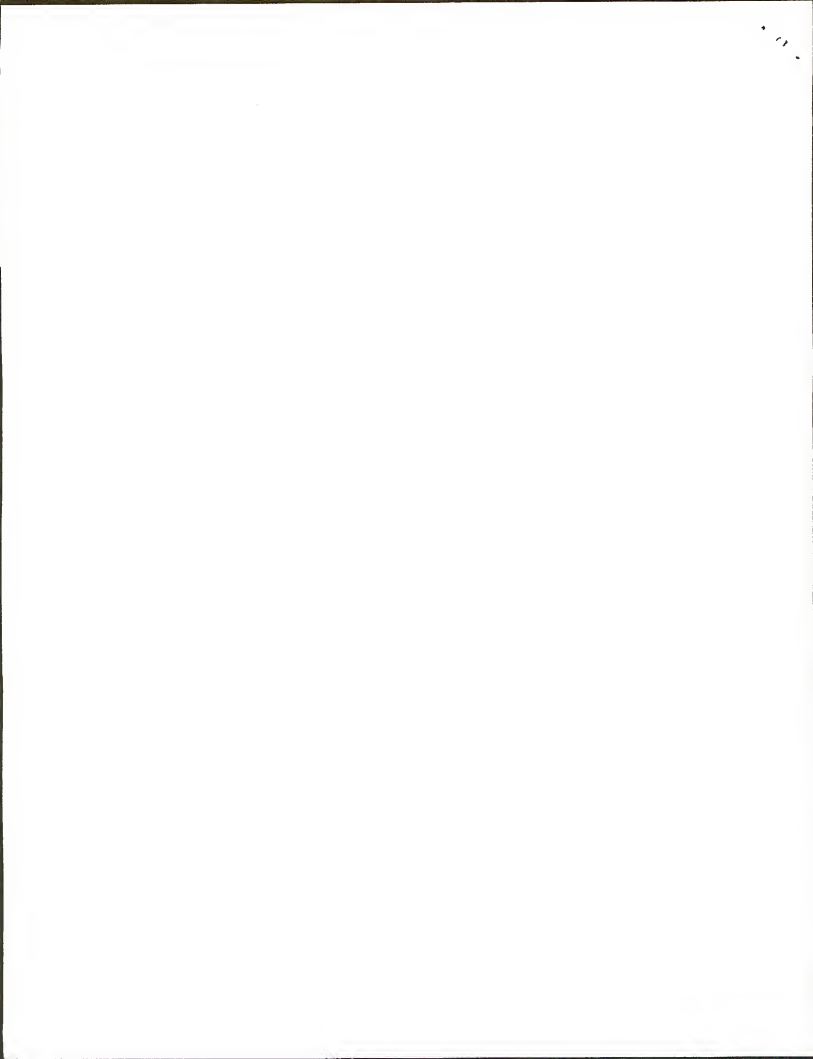
STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **RECORDS MANAGEMENT**

General  
Schedule Number • **7**

Page 1 of 1 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Records Inventory Worksheet	Records Management Agency				Destroy when superseded
2	Transmittal of Records	Records Management Agency				Destroy when superseded Destroy after records are disposed
3	Records Service Request	Records Management Agency	1 year 1 year	3 years	4 years 1 year	Destroy Destroy
4	Records Disposal Request	Records Management Agency	2 years 3 years		P 3 years	Archives Destroy
5	Records Disposal Request Continuation Sheet	Records Management Agency	5 years 3 years		P 3 years	Archives Destroy
6	Agency Billing Summary	Records Management Agency	2 years 3 years	2 years	4 years 3 years	Destroy Destroy
7	Microfilm Project Request J q	Records Management Agency				Destroy when project/completed
8	Microfilm Service Request	Records Management Agency	1 year 1 year	3 years	4 years 1 year	Destroy Destroy
9	Records Reference Request q	Records Management Agency	1 year 1 year	3 years y	4 years 1 year	Destroy Destroy



STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category ▶ **LICENSING**

General  
Schedule Number ▶ **8**

Page 1 of 2 ▶ 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Inspection Reports - Licensing Boards	Agency	3 years	0 years	3 years	Destroy
2	Reports on Boxing & Wrestling Events, Special Requirements	Agency	5 years	0 years	5 years	Microfilm & Destroy
3	Requests for Information	Agency	90 days	0 years	90 days	Automatic Disposal
4	Renewal Forms - Updated Annually	Agency	2 years	0 years	2 years	Destroy
5	Lists-Rosters of Licenses (continuously revised)	Agency	1 year	0 years	1 year	Destroy
6	Index of Licenses (continuously revised, updated)	Agency	5 years	0 years	5 years	Destroy
7	Complaints Against Licenses	Agency	5 years	5 years	10 years	Microfilm & Destroy
8	Continuing Education Records (summarized to log, cont. updated)	Agency	3 years	0 years	3 years	Destroy
9	General Correspondence, including correspondence to board	Agency	3 years	0 years	3 years	Archives
10	Board Prepared Examination Papers	Agency	5 years	5 years	10 years	Destroy
11	Incomplete Files-Disapproved Applications, Forms, Exam Failure Applications, Denied Licensure Applications, Notices	Agency	5 years	5 years	10 years	Destroy
12	Deceased License Files	Agency	1 year	0 years	1 year	Destroy
13	Inactive-Retired-No Longer Licensed Files	Agency	5 years	0 years	5 years	Destroy
14	Permanent Licensee Files (Major Files/Records)	Agency	Permanent	Permanent	Permanent	Permanent while active





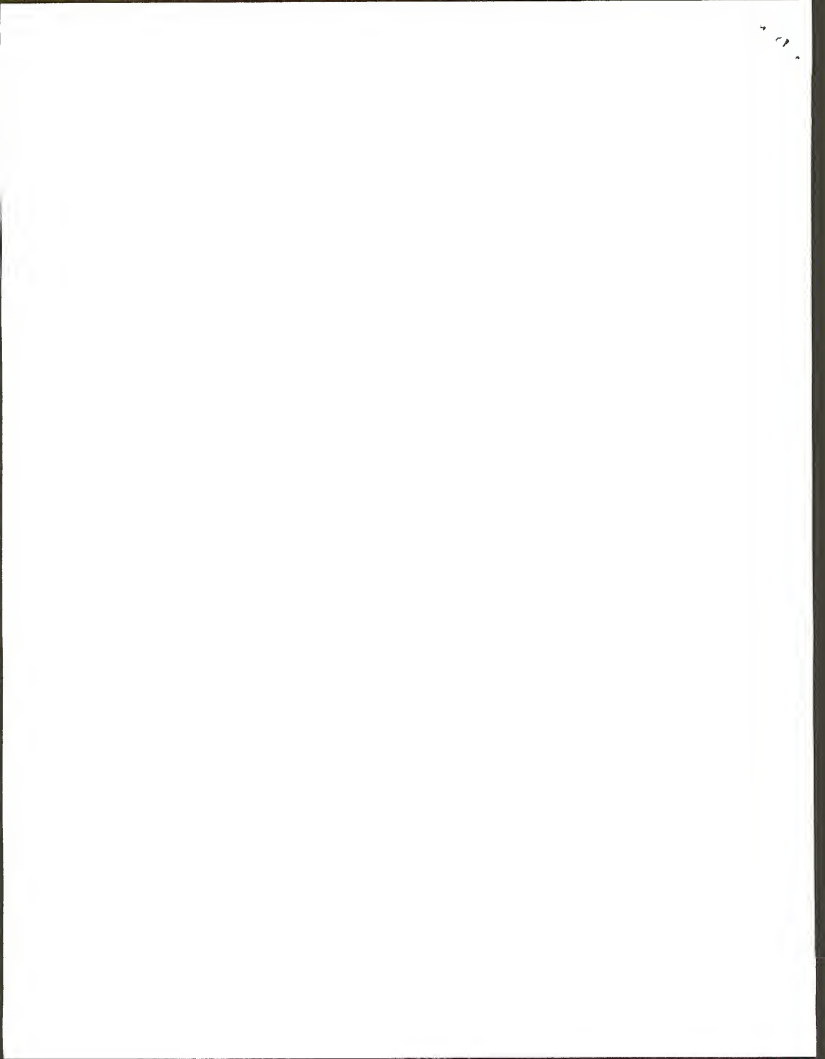
STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category • **LICENSING**

General  
Schedule Number • **8**

Page 2 of 2 • 1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
15	Obsolete or Revised Licensing/Application Forms	Agency	1 year	0 years	1 year	Destroy
16	Duplicate License Forms	Agency	2 years	0 years	2 years	Destroy
17	Minutes of Board Proceedings	Agency	Permanent	Permanent	Permanent	Microfilm, Permanent retention, Archives
18	Revoked/Suspended/Voluntary Surrender of License Records, Files	Agency	10 years	0 years	10 years	Destroy
19	Examination Records of National Testing Facilities	Agency	5 years	5 years	10 years	Destroy
20	Real Estate Complaint/Investigative Reports	Agency	5 years	0 years	5 years	Destroy
21	Real Estate Hearings/License Legal Actions	Agency	10 years	0 years	10 years	Destroy



STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category   ►   **NON-RECORD MATERIAL**

General  
Schedule Number   ►   **9**

Page 1 of 1   ►   1999

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	<b>DISPOSAL REQUEST NOT NECESSARY FOR THESE RECORDS</b>					
1	Catalogs, Journals & Other Published Materials	Agency				Destroy when they have served their purpose
2	Photo Copies of Bulletins & Correspondence prepared for reference or information	Agency				Same as Item 1
3	Notices & Memoranda that do not relate to the Agency's functions or responsibilities (employee meetings, community notices, holiday, etc.)	Agency				Same as item 1
4	Preliminary drafts of any report, letter, memoranda or worksheet	Agency				Same as item 1
5	Reproduction material: Stencils, Hectographs, Offset Plates	Agency				Same as item 1
6	Routing Slips	Agency				Same as item 1
7	Shorthand notes, Steno-tapes & Recordings which have been transcribed	Agency				Same as item 1
8	Telephone messages, "while you were away" slips, or other forms used to convey non-policy messages	Agency				Same as item 1
9	Stocks of Agency publications & printed documents which are superseded or updated	Agency				four copies to State Library

